



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM  
10000 10TH MOUNTAIN DIVISION DRIVE  
FORT DRUM, NEW YORK 13602-5000

JUL 28 2008

IMNE-DRM-GC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #08-08, Master Key Usage in Barracks

1. Reference: Army Regulation 420-1, Army Facilities Management, 2 Nov 07.
2. This policy applies to all units assigned to Fort Drum, NY with Soldiers living in permanent party barracks on Fort Drum, NY. Master keys are not normally allowed by Army Regulations; however, a special waiver has been granted for Battalion-level management of barracks master keys to ensure the safety and security of Soldiers and their property.
3. The Battalion S2 or commanders designated representative shall sign for barracks master keys from the Public Works Single Soldier Housing (SSH) Branch and maintain strict accountability using the following procedures:
  - a. Master keys will be maintained, secured, and accounted for daily or upon change of possession. Keys will be kept in a sealed envelope with the S2's or commander's designated representative's signature, date and time affixed across the seal. A DA Form 5513-R, Key Control Register, for the master keys will be kept in the sealed envelope and will be completed whenever the envelope is opened.
  - b. The sealed envelope containing the master keys will be signed out to the Battalion SDO / SDNCO from the Battalion S2 or commander's designated representative during non-duty hours to have on hand for emergency situations after hours using a DA form 2062, Hand Receipt. The envelope containing the master keys will be safeguarded at all times by the SDO/SDNCO. This envelope will not be further transferred below the SDNCO level; however, the envelope will be signed over to the next SDO / SDNCO or back to the Battalion S2 or commanders designated representative.
  - c. The seal on the envelope will only be broken by the SDO / SDNCO and the master keys used for the following circumstances:
    - (1) Commander's safety, health and welfare check of Soldiers after duty hours.
    - (2) Emergency situations to include catastrophic maintenance issues such as major water leaks when damage to property could occur.

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(3) An emergency situation when a Soldier is believed to be locked in their room and immediate access is required due to a potential life threatening situation.

(4) A Soldier is locked out of his room and the SDNCO makes positive identification that the room is, in fact, assigned to that Soldier.


d. Master keys will not be used to provide access in a Soldier's absence for routine maintenance, deliveries, installation of cable television, internet, or telephone service or to other Soldiers who may have been granted permission to enter the room.

e. Whenever the SDO / SDNCO breaks the envelope's seal to use a master key, the DA Form 5513-R will be signed by the SDO / SDNCO receiving the actual key with the date / time. The Staff Duty Journal will be completed stating the barracks room number opened, the Soldiers' name living in that room, and the reason access was provided. The master keys will then be replaced into the envelope and the envelope re-sealed. A joint inventory will be conducted with the next SDO / SDNCO or Battalion S2 or commanders designated representative receiving the master keys and the Key Register properly completed signing over the keys.

4. Monthly accountability inspections of the master keys will be conducted by SSH Branch personnel to ensure compliance with this policy. Annual checks will be conducted by Directorate of Emergency Services, Physical Security personnel. Discrepancies will be reported to the Chain of Command and appropriate disciplinary actions initiated. Lack of control of master keys and misuse of master keys is a punitive offense punishable by Uniform Code of Military Justice (UCMJ) action.

5. A copy of this policy will be maintained with the unit's staff duty instructions as well as in the sealed envelope with the master keys.

6. Point of contact is the Single Soldier Housing Program Manager at 772-6004.

  
KENNETH H. RIDDLE  
Colonel, Armor  
Garrison Commander

DISTROBUTION: A